

IMSE-BRG-PWM

MEMORANDUM FOR PAO, ATTN: Paraglide

SUBJECT: Article for Publication

1. Request the following article be published prior to 15 October 2009:

#### CONVERSION FROM AIR CONDITIONING TO HEATING

On 19 October 2009, DPW will begin the annual change-over process, converting facility systems from Air Conditioning to Heating in preparation for the upcoming winter. Our plan is to have all facilities with their heating system properly operating NLT 31 October 2009. Undoubtedly, there will be some unseasonable warm or cool periods during this transition, and building occupants may experience some discomfort. Based on weather forecasts and past history, this is the best time to do the conversion.

There are three general types of heating/cooling systems on the installation: (1) facilities with 2-pipe system serviced by central plants, (2) facilities with 4-pipe systems served by central plants and (3) facilities with stand alone heating and cooling systems. For those systems with a 2-pipe configuration, we cannot switch back to cool air once the changeover is complete. Once the change over is complete, occupants in newer facilities with 4-pipe configuration or stand alone systems will be able to switch back and forth between air and heat as needed.

Priority will be given to the following types of facilities during the conversion period:

- Key Mission Critical Facilities which require air conditioning for proper operation
  - Medical facilities
  - Child care facilities
  - Barracks
  - Schools
- Facilities with no ventilation capability

- Remaining facilities

During the conversion period, please refrain from calling in service orders for "no heat" or "no air conditioning", unless it is an emergency or in a facility that has been previously designated as a Key Mission Critical Facility. DPW work crews will be diverted from the above priorities only for emergency repair. In general, heat and air conditioning emergencies are defined as instances in which indoor temperatures are below 55 degrees or above 90 degrees. If you have such an emergency, please call 396-0321 for all facilities except family housing. For family housing, call the appropriate neighborhood centers.

2. Point of contact is Christine Hull, Operations Officer, Operations & Maintenance Division, 432-6010.

//Original Signed//

MONICA STEPHENSON  
Chief, Operations and  
Maintenance Division, DPW